



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

**APPLICATION FOR APPROVAL OF A TEMPORARY USE PERMIT AND
ZONING INSPECTION PERMIT FOR GRAND OPENINGS**

See § 78-403.6 of the Herndon Town Code.)

Submittal of this form with **original signatures is required**. **PLEASE PRINT OR TYPE** (Unless otherwise indicated.)

Name of Business or Organization: _____

Street Address of the Subject Property
(including apt/suite #): _____

Description of requested temporary activity
Add more sheets if necessary. _____

Lot Area (site area) proposed for Temporary Use: _____

Proposed Event Dates & Daily hours of operation _____

Date Business Opened or Re-opened _____

Are any site alterations or any alterations to the building's exterior or interior planned or underway in connection with this use (or were any alterations done)? ☐ No ☐ Yes Please describe :

Name of Applicant: _____

Mailing Address : _____

E-mail address

Telephone #

FAX #

The undersigned hereby applies for a Temporary Use Permit under the provisions of § 78-202.6 and § 78-403 of the Herndon Town Code.

I hereby affirm and certify that:

- *The information provided on this form is true and correct to the best of my knowledge.*
- *The requirements associated with this application under § 78-202.6 and § 78-403 of the Herndon Town Code have been read and are understood.*
- *The use and occupancy of buildings and/or the use of land noted above is in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.*
- *The site shall be returned to its prior condition within 48 hours after event completion.*

Signature of Contact (Applicant)

Date

**APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND
ZONING INSPECTION PERMIT FOR GRAND OPENINGS- continued**

Name and Title of Property Owner
(If not Applicant): _____

Mailing Address: _____

E-mail address

Telephone

FAX #

TO BE SUBMITTED WITH THIS APPLICATION (Zoning Ordinance § 78-202.6)

- _____ Proof of the validity of the contact information provided;
- _____ If the property owner's signature is not on this application, a signed statement authorizing the applicant to act on the owner's behalf.
- _____ A Temporary Site Plan prepared in accordance with § 78-202.6 and showing the location and size of all temporary structures and signage, vehicular access and egress to the site, parking area(s) associated with the temporary use (location, layout, and surface material), and existing parking spaces that will be impacted by the temporary use;
- _____ A detailed description of the proposed temporary activity including an analysis of any noise that may not comply with the noise provisions in the Herndon Town Code, the location and intensity of any illumination, and specifications/renderings of the proposed structures and signage (see sign standards on page 3);
- _____ A letter from the Town Manager's office authorizing amplified music (if applicable);
- _____ If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
- _____ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed).

AUTHORIZATION STEP ONE. SITE IMPROVEMENTS ONLY (verification of Temporary Use approval)

The applicant is authorized to proceed to **make the site improvements** shown on Temporary Use Permit # _____ for purposes of conducting the temporary use described above.

Signature and Authorization of Zoning Administrator

Date

AUTHORIZATION STEP TWO: AUTHORIZATION TO BEGIN OPERATION OF THE TEMPORARY USE (Temporary Use Permit/Zoning Inspection Permit)

The applicant has completed the site improvements in accordance with Temporary Use Permit # _____ and the applicant is authorized to **begin operation of the temporary use**. This Permit is effective beginning _____ for _____ days.

Signature and Authorization of Zoning Administrator

Date

Signature of Zoning Inspector

Date

**APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND
ZONING INSPECTION PERMIT FOR GRAND OPENINGS- continued**

For Office Use Only:

STEP ONE (Site Plan)	Received by:	Fee paid for Temporary Use application:	Date:	Case No.:
	Use permitted by Town Code Section:			
	Tax Map Reference:		Zoning District:	
	Business and Occupational License #:		Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	
STEP TWO (ZIP)	Received by:	Fee paid for Zoning Inspection Permit/Temporary Use Permit:		Date:

**Distribution
after
approval:**

Applicant

Community
Development

Fire
Department

Finance

Temporary Use Permit for Grand Openings Sign Standards:

- One (1) temporary freestanding sign per street frontage allowed (maximum of 24 square feet). A freestanding sign must be 15 feet from the public right-of-way (property line along street).
- One (1) temporary wall sign per establishment frontage allowed. Two (2) square feet of wall sign area allowed for each linear foot of establishment frontage (maximum 60 square feet for a single sign).
- One (1) inflatable or wind sign no more than 20 feet high and installed at least 8 feet from the public right-of-way or any property line. An inflatable or wind sign cannot be installed on the building(s).